

*Department Of Physical Plant & Operations*

To: Board of Education  
Via: Hank Thiele  
From: Jim Kolodziej  
Re: Award of Bid – Copy Paper  
Date: June 12, 2023

Specifications were developed for purposes of bidding copier paper for the District. Bid documents were emailed to twenty (20) suppliers, a legal notice was published in the local newspaper, and the information was posted on our website, as well as uploaded to a digital platform via BuildingConnected.com.

The bid again this year was for recycled paper and reflects our continued approach to comply with state law as well as expand our conservation program. We received a total of five (5) bids.

By using the public bid process versus defaulting to the State Contract from Quill at \$41.99/case for 8.5” x 11” Copy Paper, we captured an additional savings of \$9,781.20 (12.5%) by accepting the low bid from Contract Paper Group presenting a bid for \$37.05/case for the same. Additional savings were realized on color paper noted on the state bid averaging \$65.45/case, versus actual bids received from Murnane and Midland averaging 28.75% and 20.27% lower respectively.

The low bids meet our bid requirements and is under our estimated budget.

We ask the Board of Education to approve an award of contract to the following vendors for lowest bid meeting our specifications for copier paper for fiscal year 2023-2024 in the aggregate amount of \$84,911.08.

<b>Contract Paper Group</b> <i>Cuyahoga Falls, OH</i>	<b>\$ 74,071.50</b>
<b>Murnane Paper Company</b> <i>Elmhurst, IL</i>	<b>\$ 7,787.00</b>
<b>Paper 101</b> <i>Ankeny, IA</i>	<b>\$ 598.98</b>
<b>Midland Paper Packaging</b> <i>Wheeling, IL</i>	<b>\$ 2,453.60</b>